

City of Selah
Council Minutes
April 10, 2018

Regular Meeting
Selah Council Chambers
115 West Naches Avenue
Selah, WA 98942

A. Call to Order Mayor Raymond called the meeting to order at 4:00pm.

B. Roll Call

Members Present: Roger Bell; Diane Underwood; Russell Carlson; Jeremie Dufault; Jacquie Matson; Rachael Glaspie

Members Absent: John Tierney

Staff Present: Donald Wayman, City Administrator; Robert Noe, City Attorney; Dale Novobielski, Clerk/Treasurer; Gary Hanna, Fire Chief; Jim Lange, Deputy Fire Chief; Bret Reeves, Police Sergeant; Joe Henne, Public Works Director; Jeff Peters, Community Development Supervisor; Treesa Morales, Recreation Manager; Bree Tait, Civic Center Manager; Andrew Potter, Human Resources Manager; Monica Lake, Executive Assistant

C. Councilmember Absence – Motion to Excuse

Council Member Bell moved, and Council Member Carlson seconded, to excuse the absence of Council Member Tierney. By voice vote, approval was unanimous.

D. Pledge of Allegiance

Mayor Raymond led the Pledge of Allegiance.

E. Invocation

Pastor Scott Ruark gave the prayer.

F. Agenda Changes

Add:

1. Public Hearing L – 1: Public meeting to consider the Final Plat of Valhalla Heights Phase 4
2. Resolution N – 3: Resolution approving the Final Plat of Valhalla Heights Phase 4

G. Public Appearances/Introductions/ Presentations **None**

H. Getting To Know Our Businesses **None**

I. Communications

1. Oral

Mayor Raymond opened the meeting.

Recreation Manager Morales approached the podium and addressed the Council. She introduced Tim Vick, saying that he had a proposal for renaming one of the ball fields.

Council Member Carlson proposed that they give Mr. Vick the time necessary to speak.

Tim Vick approached the podium and addressed the Council. He read a prepared statement regarding a request for a name revision to Wood Field to include the name Archer as recognition of the years of dedication the Archer family has given to the Selah Vikings and the Pepsi Pak baseball teams, along many man hours to upgrade and maintain the field. He listed some of their successes over the years, saying that the players remember their shared experiences and subsequent life lessons of working hard and building lifelong relationships. He finished by listing a few suggestions for renaming the field, citing examples from other ballfields around the country, and thanked Council for their consideration.

Council Member Glaspie thanked him for speaking.

Mayor Raymond asked Council if they wished to think about it, and if they were in favor of adding the Archer name to Wood Field.

Council Member Underwood loved the idea.

Council Member Carlson moved, and Council Member Glaspie seconded, to approve that they take this into consideration and provide a short list of what names they felt were appropriate.

City Administrator Wayman remarked that they could prepare three to four proclamation samples for the next Council Meeting.

Council Member Glaspie requested that they make sure the Archers are okay with this.

City Administrator Wayman responded that they would do so then bring it to Council for a vote.

Norma Smith, 906A Speyers Road, approached the podium and addressed the Council. She reminded those in attendance that the next Council Meeting would be Election Day for building a new campus for John Campbell, adding that the current campus is a hazard and they want to prevent accidents. She encouraged everyone to vote, saying that it would increase taxes but they want the kids to be safe.

Wayne Worby, 200 Weems Way, approached the podium and addressed the Council. He said that common wall approval is coming up shortly, and wanted to speak about a couple things regarding that.

He talked first about the architectural diversity requirements, which he feels there has no consideration for the second owner. He read aloud a paragraph regarding a multi-family planned development he found online, suggesting that as the City already has a Planned Development overlay that allows forty percent of the houses within to be duplexes, they could include common wall units within that and not change anything else.

Seeing no one else rise to speak, Mayor Raymond closed the meeting.

2. Written None

J. Proclamations/Announcements None

K. Consent Agenda

Executive Assistant Lake read the Consent Agenda.

All items listed with an asterisk (*) were considered as part of the Consent Agenda.

* 1. Approval of Minutes: March 27, 2018 Study Session & Council Meeting

* 2. Approval of Claims and Payroll:

Payroll Checks Nos. 81526 – 81560 for a total of \$286,565.92

Claim Checks Nos. 71078 – 71158 for a total of \$159,416.34

Council Member Bell moved, and Council Member Glaspie seconded, approval of the Consent Agenda as read. By voice vote, approval was unanimous.

L. Public Hearings

1. Public meeting to consider the Final Plat of Valhalla Heights Phase 4

Community Development Supervisor Peters addressed L – 1. He stated that this is a public meeting to consider the final plat of Valhalla Heights Phase 4, adding that Council conducted a closed record hearing and adopted the Hearing Examiner's recommendations in Resolution 2513 for the preliminary plat. He said that staff reviewed the final plat submitted and found that all conditions have been met or bonded for, and they are recommending approval of the plat.

Council Member Matson remarked that it was mentioned at the last meeting that they would need additional reservoirs for Valhalla phase 4 and asked if that had been already addressed.

Community Development Supervisor Peters replied that, when the preliminary plat was approved, Selland Construction was required to study the water system and provide for the existing lots in the reservoir they have. He noted that there is another phase, Hillside Addition, going through the process, but it has not been a reviewed plat yet. He added that it would have to go to the Hearing Examiner after

the engineering and environmental reviews are complete, and that plat will be required to add additional capacity if there is not enough water in the reservoir.

City Administrator Wayman commented that the requirement for an additional reservoir is not necessary for everything Selland is putting together, and that the need won't kick in until another proposed plat is presented for open land up there. He added that Is why they are looking to have more capacity, with future expansion they would be able to accommodate housing at the top of the hill.

Council Member Carlson wondered if there was a way to recoup the costs from the additional pump power they are putting into the pump station from future developments.

Community Development Supervisor Peters responded that there may be one during the plat review process, but he would have to look at the environmental review process and see if it's possible.

Mayor Raymond opened the public hearing.

Gary Bates, NCW Development, approached the podium and addressed the Council. He said that he would be happy to answer any questions Council might have. He introduced James Flowers, saying that his family would be permanent residents of Phase 3, and he would be the construction manager of Phase 4 and director for developing construction services in this part of the state.

Council Member Dufault requested that he talk about the development process and plans for other developments in the future in terms of new construction.

Mr. Bates responded that typically Selland Construction's background is purchasing properties and developing them, and that they would be doing the same thing from Walla Walla to Yakima. He said that they have also become more vertically integrated in that they have a division that is developing houses now, whereas in the past they only did the subdivisions and infrastructure and developed lots.

Mayor Raymond closed the public hearing.

M. General Business

- | | | |
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| 1. | New Business | None |
| 2. | Old Business | None |

N. Resolutions

- | | |
|----|--|
| 1. | Resolution Authorizing the Mayor to sign Task Order 2018-01 between the City of Selah and HLA Engineering and Land Surveying, Inc. for the preparation of the Selah Safe Routes to School Grant Application. |
|----|--|

Public Works Director Henne addressed N – 1. He said that the project application is for sidewalks on the north side of Fremont Avenue, which had no sidewalk from First to Third, and only a three foot wide one from Third to Fourth. He went on to say that the Washington State safe routes to school program has

an application period open every two years, with applications due April 27, and that the Selah School District is willing to contribute approximately ten percent to garner additional bonus points with the funding agency. He noted that the remainder, aside from the three thousand to submit the application, would all grant money. He requested that Council authorize the task order to put an application together and get in by April 27, adding that they would know in September if it was funded.

Council Member Dufault inquired as to the competition for funding.

Public Works Director Henne responded that he hasn't submitted one before but understand that there is fairly stiff competition, adding that a ten percent contribution for the school district will help them.

Council Member Dufault remarked that the contract itself talks about three thousand dollars and also an about hourly rate. He wondered if that could be changed, pointing out that there is also no exhibit A attached for an hourly rate.

Public Works Director Henne replied that he had asked them to make the change in language to be three thousand dollars, and that he has no idea about exhibit A. He added that they know they can't exceed the three thousand dollar amount.

Council Member Dufault asked if he was confident that it won't exceed five thousand dollars.

Public Works Director Henne answered that it won't exceed three thousand.

Council Member Bell wondered if there was any issue with the SEPA review when the school bond passes that would impact them going ahead with this.

Public Works Director Henne responded that the impact would be his comments would not include this work on the SEPA review, and as the funding doesn't happen until September it would probably be required of the school district if the State doesn't fund the project.

Mayor Raymond commented that would apply if the levy passes.

Public Works Director Henne replied in the affirmative.

Council Member Carlson asked him to confirm that it would be fully funded if awarded.

Public Works Director Henne responded that to the City, yes it would be.

Council Member Bell moved, and Council Member Matson seconded, to approve the Resolution Authorizing the Mayor to sign Task Order 2018-01 between the City of Selah and HLA Engineering and Land Surveying, Inc. for the preparation of the Selah Safe Routes to School Grant Application.

Council Member Carlson commented that he would like to amend the motion to add that it not exceed three thousand dollars.

Council Member Bell modified his motion to approve the Resolution Authorizing the Mayor to sign Task Order 2018-01 between the City of Selah and HLA Engineering and Land Surveying, Inc. for the preparation of the Selah Safe Routes to School Grant Application, not to exceed three thousand dollars.

Council Member Matson seconded the amended motion.

Council Member Dufault asked if there was some leeway or if the number was hard and fast.

Council Member Carlson said that he preferred to stick with the numbers.

Public Works Director Henne remarked that it will work.

Roll was called: Council Member Bell – yes; Council Member Carlson – yes; Council Member Underwood – yes; Council Member Dufault – yes; Council Member Glaspie – yes; Council Member Matson – yes. By voice vote, approval was unanimous.

2. Resolution Authorizing the Mayor to Sign the Kilpatrick Outside Utility Agreement (OUA-18-001)

Community Development Supervisor Peters addressed N – 2. He said that the request was made by the Kilpatricks due to a failing well on their property across the road from Carlon Park, and that the resolution authorizes the Mayor to sign an Outside Utility Agreement to allow an extension of the water system outside city boundaries to serve the existing house. He noted that the applicants have signed the required OUA documents and that if the City annexes that direction it would count as a yes vote.

Council Member Carlson remarked that they approved something similar last year and wondered if they also paid for connections.

Community Development Supervisor Peters replied in the affirmative.

Council Member Carlson asked if there was anything different from last year's request.

Community Development Supervisor Peters responded in the negative.

Council Member Dufault inquired if the City had other OUAs.

Community Development Supervisor Peters answered in the affirmative.

Council Member Carlson moved, and Council Member Underwood seconded, to approve the Resolution Authorizing the Mayor to Sign the Kilpatrick Outside Utility Agreement (OUA-18-001). Roll was called: Council Member Bell – yes; Council Member Carlson – yes; Council Member Underwood – yes; Council Member Dufault – yes; Council Member Glaspie – yes; Council Member Matson – yes. By voice vote, approval was unanimous.

3. Resolution approving the Final Plat of Valhalla Heights Phase 4

Community Development Supervisor Peters addressed N – 3. He said that this is the Resolution for approving the final plat of Valhalla Heights Phase 4.

Council Member Carlson commented that he thinks it shows great integrity that a member of the development team is willing to live in his own development.

Council Member Carlson moved, and Council Member Glaspie seconded, to approve the Resolution approving the Final Plat of Valhalla Heights Phase 4. Roll was called: Council Member Bell – yes; Council Member Carlson – yes; Council Member Underwood – yes; Council Member Dufault – yes; Council Member Glaspie – yes; Council Member Matson – yes. By voice vote, approval was unanimous.

O. Ordinances **None**

P. Public Appearances **None**

Q. Reports/Announcements

1. Departments

Police Sergeant Reeves had no report.

Fire Chief Hanna said that Firefighter Cline and Firefighter Willis have received certifications that will help with setting rates for the city and in meeting NAPA standards. He went on to say that they have three volunteers enrolled in the National Safety Academy, eleven new volunteers who will do live fire training next weekend, and would have the Edith House from today through next Wednesday for the education of all second graders.

Human Resources Manager Potter said that the only way to provide a life insurance benefit to reserve officers would be to provide an individual life insurance policy per officer, which to him didn't seem like the most appropriate choice to make moving forward although it would be up to Council to decide.

Council Member Carlson asked if he had a range per person.

Human Resources Manager Potter responded that he would guess the pricing is similar to group policies but there are complications due to the length of terms being varied. He explained why they chose to move away from individual policies for the department, noting that individual policies had each officer rated individually. He said that he, Police Chief Hayes, and Deputy Police Chief Steen met with Public Safety Testing earlier that day, as they are looking into having the company do evaluations for the fourth sergeant promotion, adding that they test both entry level and promotion level through multiple tests rather than doing them in house. He noted that promotion testing is currently not as comprehensive as that used by the Fire Department or for entry level officers.

City Administrator Wayman requested an update on discussions with the unions.

Human Resources Manager Potter stated that they have received notice from the Police Department representative to initiate negotiations, and they would exchange initial proposals on the date set. He noted that they've have also had a preliminary discussion to meet with the Public Works representative in May as well.

Civic Center Manager Tait thanked CC Catering and the Harvest Church for donating funds for new tables, saying that she hopes to get long use out of them. She noted that there would be a blood drive held on Thursday.

Community Development Supervisor Peters said that the Planning Commission would be hearing the application for Yakima Valley School next Tuesday, and reminded Council that, while it might be okay for one or two members to attend and listen, he wanted to discourage them from doing so to prevent any issues when the matter is presented at a future Council Meeting. He suggested one Council Member attend and report to the rest of the members. He briefly touched on the items slated for the next Council meeting, saying that the information is available on the website.

Council Member Dufault asked City Attorney Noe if they were allowed to attend the Planning Commission meeting.

City Attorney Noe responded that he would advise against it, adding that if the matter was legislative they could but not when it is quasi-judicial.

Public Works Director Henne said that he is working on sewer rates and would be holding a study session with council on that. He remarked that a preliminary review of the last three years of consumption seems to indicate that apartment houses draw less water than single family residences. He added that the new transit buses are in and they are in the process of revising the transit webpage.

Council Member Glaspie asked if the buses look nice.

Public Works Director Henne responded that they look similar to Union Gap's buses but he thought they looked good. He noted that they have a preconstruction conference next week for Valhalla Phase Four.

City Administrator Wayman asked for an update on Volunteer Park.

Public Works Director Henne replied that it is primarily finished, although they need to run a water line into the toy area for the misters, and finish up a corner of the park.

Mayor Raymond wondered when the surface would be put in.

Public Works Director Henne answered that it would have to be fifty-five degrees overnight for at least five days for them to come lay down the surface.

Council Member Glaspie inquired if it needed to be warm and dry.

Public Works Director Henne responded that it needs to be warm.

City Administrator Wayman commented that the project is paid for and the company is ready to come out to pour the surface as soon as the weather is right. He said that he expects it to be ready before Community Days in May.

Mayor Raymond asked how they would keep people off it while it cures.

Public Works Director Henne replied that they would police it the best they could, saying that right now there are no trespassing and keep out signs posted yet people are lifting children over the fence to play.

Council Member Bell wondered if it would be worth putting cyclone fence around.

Public Works Director Henne responded that there is a fence around the perimeter.

City Administrator Wayman remarked that they would take appropriate precautionary measures to secure the area.

Recreation Manager Morales said that she emailed the company earlier that day about pouring the surfacing and would ask about the effects of walking on it before its set. She noted that they are scheduled to come the last week of April if weather permits, and that it would take ten to fourteen days to lay and cure. She talked briefly about the need to regenerate excitement for the park, and thanked those who came out to Carlon Park for a ribbon cutting of the new toy set.

Council Member Glaspie felt that the new toy set made a positive impact at Carlon Park, and thought that it made it that much more exciting for Volunteer Park.

Recreation Manager Morales noted that people are now asking about Volunteer Park again.

Clerk/Treasurer Novobielski said that the March financials are available on the City's website, and that he hopes to know within a week who the bond holders are on the Marudo bonds, at which point he would work with Paul Jarvis on making contact with them.

Council Member Dufault expanded a bit on the potential of retiring debt using money that is currently collecting in an account, saying that it would provide a savings in interest paid.

Clerk/Treasurer Novobielski remarked that he discussed with the Finance Committee about using the excess to pay back reserve funds or to have interest savings. He noted that there are still some monies to be paid back to the reserve funds but if they are successful in paying the bonds early they can save the interest cost on those bonds.

City Administrator Wayman commented that they haven't locked that in yet.

Council Member Dufault asked for confirmation that it was in process.

City Administrator Wayman answered that they are attempting to contact the bond holders but there are no promises that they would agree to sell the bonds early.

Clerk/Treasurer Novobielski noted that it is a minor expense to give it a try.

Council Member Dufault remarked that interest rates are higher today than when the bonds were issued, which would give people an incentive to pay them off and reinvest the funds. He observed that at the last meeting it was thought they would have to pay one hundred twenty dollars per bond, but it appears that they were able to negotiate for one fee.

Clerk/Treasurer Novobielski responded that the fee applies to a family of bonds. He commented that he was able to purchase the Civic Center tables for less money by going directly to the manufacturer.

Council Member Dufault asked what the check to Ronimo LLC was for.

Clerk/Treasurer Novobielski answered that it is the Police Station monthly rent.

Council Member Glaspie asked Recreation Manager Morales if she would need additional time for changing the name of Wood Field.

Recreation Manager Morales said that her goal is that there not be any money required of the City to do so, adding that there is enough support for the Archer family that the City doesn't need to approve funding for the project.

City Administrator Wayman remarked that they only need to invest staff time and provide three or four choices.

Council Member Glaspie wanted to know if they need to know the choices prior to the next meeting.

City Administrator Wayman said that the sign would come later, and he envisions Council approving the name change and announcing it at the next meeting.

Council Member Carlson suggested asking Pepsi to do a banner.

Recreation Manager Morales commented that there isn't a large Wood Field sign that would require any changes, and that she is happy to communicate as they see fit to get it approved.

City Administrator Wayman reiterated that it would be presented at the next meeting.

Council Member Glaspie asked if they would contact Pepsi.

Recreation Manager Morales replied in the affirmative, saying that they are good about getting banner done within a couple days.

City Attorney Noe said that he would like to discuss the use of social media and participating in social media sites, and the potential for Public Record Act violations. He suggested a study session to discuss these topics.

2. Council Members

Council Member Dufault thanked Commissioners Huber and Morehead, Community Development Supervisor Peters and City Attorney Noe for looking into the ADU requirements and taking it off the table, saying that was something that mattered to him. He commented that the Viking Spirit tours have been great events, and the last one, for the Selah Academy, would be on Friday at nine am.

Council Member Matson said that she had the opportunity to join in the Selah Community Days meeting last Wednesday and wanted to acknowledge the large amount of work done by the small group of people who made up the committee.

Council Member Glaspie remarked that the SPRSA would hold a special board meeting next Monday and invited those in attendance to join them.

Council Member Bell shared a copy of the Yakima Valley travel guide with his fellow Council Members, asking them if they felt they were getting their money's worth in spending two thousand dollars to support tourism when they have less exposure than smaller communities do within the publication. He felt that they should have greater exposure beyond a single page.

Council Member Carlson remarked that, if he understood correctly, if the City makes a purchase of a certain amount than other businesses can also join in and obtain discounts for their businesses, adding that he believes that's how they get multiple listings.

Ms. Petrea spoke up, saying that the Selah Downtown Association (SDA) paid for that, as the City has not been able to do so the last couple years.

Mayor Raymond asked if they were getting more than just the ad.

Ms. Petrea responded in the negative, saying that they also have a website presence and a PDF to send out, and the board felt it worth the two thousand dollars to have Selah present.

Council Member Dufault inquired as to who puts out the guide.

Ms. Petrea answered that it is done by Yakima Valley Tourism.

Council Member Carlson commented that the SDA felt it important to have an ad in a guide that goes to hotels around the state, as people use these guides as destination books.

Council Member Bell observed that other small towns all have a larger splash.

Council Member Glaspie opined that, if one is Googling places to visit, it pays to have the endorsement of Yakima Valley Tourism.

Civic Center Manager Tait remarked that they have a lot of people who want specific advertising for Selah, and that she is grateful they have something that promotes Selah and looks good.

Council Member Carlson felt that Civic Center Manager Tait had a point. He noted that they pay for the Sports Commission, and that through Yakima Valley Tourism they can have the sports portion included as part of the purchase. He advocated in favor of expanding their purchase and going to local businesses to have them add on if they chose to do so.

City Administrator Wayman stated that the Lodging Tax Advisory Committee (LTAC) should be tackling that, and recommended that they schedule a study session with LTAC to discuss the options at length. He suggested a possible study session prior to the end of June to discuss how to spend the LTAC funds.

Council Member Carlson thought that a great idea. He asked about the time frame for getting into the next publication.

Recreation Manager Morales responded that they would need to do so by fall.

City Administrator Wayman said that they would have a date for a study session at the next meeting.

Council Member Underwood said that the blood drive is this Thursday, and encouraged everyone to come out and donate.

Council Member Carlson gave a brief report on the SDA, saying that they have awarded façade grants to both Black Rock Center to revamp Selah Cross Fit and to R&Q for façade improvements. He remarked that the Citizens Academy is a great program, and noted that the Archer family does a lot of work themselves in the maintenance of Wood Field.

3. City Administrator

City Administrator Wayman said that they are preparing a presentation on the use of social media for elected officials, and that he would like to schedule a study session for the next meeting, early or late, for thirty minutes.

A poll of the Council was taken, with three in favor of before, two in favor of after, and one who was fine with either timeframe.

City Administrator Wayman stated that it would be held before the next meeting. He said that they have been working on the transit schedule with Medstar to get the schedule out as soon as possible, hopefully on the website tomorrow, and requested that if people have questions they go to the website first. He noted that there is a phone number on the website to call Betsy at Medstar, and that people can also call either his office or Public Works.

Public Works Director Henne remarked that they would post a dedicated number for Selah online.

City Administrator Wayman commented that those who use the Dial A Ride service just need to fill out new paperwork because of HIPAA regulations, adding that Medstar is actively contacting them now and for people to be patient, no one would miss a ride during the changeover.

4. Boards

- a. Lodging Tax Advisory Committee Minutes for February 26, 2018
- b. Planning Commission Minutes for March 20, 2018
- 5. Mayor

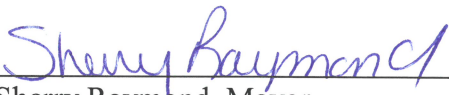
Mayor Raymond thanked all the departments who came out for the ribbon cutting for the Carlon Park toy set. She reminded Council that they need to notify Executive Assistant Lake within the next two weeks if they would be attending the Association of Washington Cities conference in Yakima in June. She spoke briefly about the advantages of attending and the valuable information available to them.

P. Executive Session **None**

Q. Adjournment

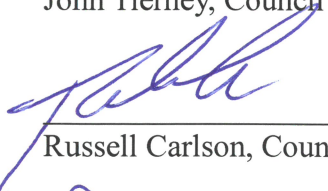
Council Member Glaspie moved, and Council Member Underwood seconded, that the meeting be adjourned. By voice vote, approval was unanimous.

The meeting adjourned at 5:23pm.


Sherry Raymond, Mayor

EXCUSED
John Tierney, Council Member

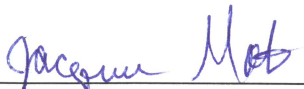

Roger Bell, Council Member

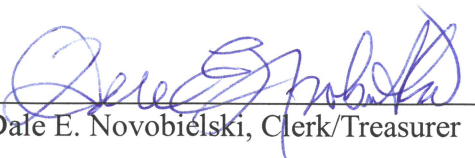

Russell Carlson, Council Member


Diane Underwood, Council Member


Jeremie Dufault, Council Member


Rachael Glaspie, Council Member


Jacquie Matson, Council Member
ATTEST:


Dale E. Novobielski, Clerk/Treasurer